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Personnel

MERIT PROMOTION PROGRAM

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This instruction is required by the Code of Federal Regulations (5 CFR 335.102) and implements AFDPO 36-2, *Employment and Affirmative Action*. AFMAN 36-203 will continue to be applied except for the elements which are unique to this instruction. This instruction applies to all units assigned, attached, or tenant to USAFK.

SUMMARY OF REVISIONS

This revision converts the previous regulation to the new instruction format. Changes include reference to priority referrals and inclusion of all overseas limited appointment employees serviced by the Osan Civilian Personnel Flight (CPF).

1. Coverage:

- 1.1. This instruction covers all U.S. appropriated fund civilian positions serviced by the Osan AB CPF into which promotions, reassignments, or changes-to-lower grade personnel actions may be made.
- 1.2. Employees appointed without a specific time limitation under Sch A 213.3106 (b) (6) (available to work 90 days or more prior to sponsor's DEROS) serviced by Osan AB CPF will be considered concurrently with other in-service employees.
- 1.3. Employees appointed to an overseas limited appointment (Reg 301.201) for a period NTE 5 years or more (available to work 90 days or more within the DoD 5 year overseas limitation) serviced by Osan AB CPF will be considered concurrently with other in-service employees.
- 1.4. Employees on temporary appointments under Sch A 213.3106 (b) (6) (available to work 90 days or more prior to sponsor's DEROS) serviced by Osan AB CPF will be considered concurrently with

other in-service employees when the area of consideration is extended beyond the current permanent work force. These candidates may be referred if they meet or exceed the same progression level factors as the lowest ranking competitor certified.

2. Purpose. This instruction provides a uniform and equitable means of selection for all internal placement actions according to merit principles. It also requires the CPF to provide managers with the best qualified candidates from all appropriate recruitment sources for position consideration.

3. Responsibilities:

3.1. The CPF is responsible for the development, implementation, and operation of the merit promotion program as prescribed by federal and Air Force regulations and this instruction.

3.2. Managers and/or supervisors are responsible for understanding the provisions of the Air Force Merit Promotion Program (Chapter 2 of AFMAN 36-203) and this instruction as it relates to civilian employees serviced by Osan AB CPF.

3.3. Employees are responsible for familiarizing themselves with the merit promotion program. They are also responsible for reviewing and auditing the data in their placement briefs and OPF's for accuracy and providing updated experience, education, and/or training documentation to the CPF in order to receive comprehensive qualification reviews for future placement consideration.

4. Areas of Consideration:

4.1. Areas of consideration may be organizational or geographic, based on categories of positions, or a combination of these as determined jointly between the CPF and the manager/supervisor.

4.2. If expansion of the area of consideration will result in a Permanent Change of Station (PCS), the organization must certify to the CPF that funds are available prior to the CPF announcing the vacancy or referring candidates. In situations where the area of consideration is expanded beyond the commuting area, but PCS expenses will not be paid, a statement must be included on the vacancy announcement and candidates must be notified by the selecting official at the time of consideration. In addition, the selectee must be notified in writing by the CPF that PCS will not be paid prior to the action being processed.

4.3. If the area of consideration is open to U.S. citizens in Korea, a statement must be made that if a non-status candidate is selected and appointed under the Sch A 213.3106(b)(6) or Reg 301.102 (for an appointment NTE 5 years or more) to a position serviced by Osan AB CPF, they may be considered concurrently with in-service employees.

5. Priority Referrals. The policies and order of priority referral in filling vacant positions will be accomplished in accordance with AFMAN 36-203, Table 7.1, except that Military Spouse Preference and Family Member Preference eligible must submit a separate application and claim for priority consideration for each announced vacancy of interest until Osan AB CPF is on-line with the DoD automated priority placement data system.

6. Promotion Registers and Certificates:

6.1. Promotion registers may be used up to 90 days after the closing date of the vacancy announcement, if the announcement specifies that a register will be established.

6.2. Certificates of promotion, reassignment, or change-to-lower grade will list names in alphabetical order. Certificates from external sources will list names in alphabetical order within employment eligibility category.

6.3. Alternate certification may be used if administrative records can document that the proposed selectee is within reach as a “best qualified” candidate on a ranked roster and otherwise certifiable to the selecting official.

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Commander